



City of Bloomington Community and Family Resources Department

Latino Programs and Outreach

VOLUNTEER OPPORTUNITIES

Volunteering / service learning opportunities offered for people with various Spanish fluency levels:

Native

Near Native

High

Intermediate

Beginner

No Spanish Required

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Latino Programs and Outreach

The Latino Programs and Outreach division of the Community and Family Resources Department was created to serve our community's rapidly growing Latino immigrant population. The Special Projects Program Assistant serves as the liaison for the Department and community organizations giving support to the Spanish speaking population and/or promoting diversity and cultures. Additionally, she provides direct services (referrals, interpretation and translation) to Spanish speaking community members.

Hola Bloomington, Spanish Radio Show

WFHB 98.1 & 91.3 FM, Sundays 8-9pm.

Hola Bloomington is a project of CFRD and WFHB community radio. Hola Bloomington is a volunteer community Spanish radio program that provides a communication medium for Bloomington Spanish speakers to share their views and have access to information about topics relevant to them. Hola Bloomington also serves as a bridge for communication and cooperation between service agencies and Spanish speakers in order to promote community participation and engagement. Suggested for individuals in the following fields: Spanish, education, journalism, communication and culture, writing, anthropology, publicity, marketing and public affairs.

1. Message Center: helps answering phones and taking messages from audience during live show.

- *Number of people needed: 2 per semester*
- *Number of hours: 1 ½ a week*
- *Minimum Spanish level required: Intermediate Spanish level.*

4. Presenters: reads information segments during live program or prerecords segments.

- *Number of people needed: 2 per semester*
- *Number of hours: 1 ½ per week*
- *Minimum Spanish level required: Intermediate Spanish level, good Spanish reading ability.*

7. Sales Representative: Contacts Latino owned businesses to obtain program underwriting.

- *Number of people needed: 2 per semester*
- *Number of hours: 2 per week*
- *Minimum Spanish level required: Beginner Spanish level.*

2. Researcher: finds information on the web, magazines, newspapers, etc. Translates articles when needed. Works closely with the news director and assists with summarizing the news of the week in Latin America, the USA and Bloomington.

- *Number of people needed: 2 per semester*
- *Number of hours: 2 a week*
- *Minimum Spanish level required: High Spanish level.*

5. Programmer: Works closely with the editing group to structure the topic of each show. According to the topics, schedules interviews, and develops questions for interviews.

- *Number of people needed: 1 per semester*
- *Number of hours: 2 per week*
- *Minimum Spanish level required: Intermediate Spanish level.*

8. Music Director: manages the music library, selecting recordings to be played on the show, as well as responsible for selecting and scheduling (in coordination with the producer) artists and performers to be interviewed on the show by either the co-music director or a host.

- *Number of people needed: 2 per semester*
- *Number of hours: 3 per week*
- *No Spanish is required, however knowing it is helpful.*

3. Field Reporter/Correspondant: Write stories about Latino life in Bloomington. Need to select a topic, research, and do interviews when needed. Also responsible for editing story to be ready to go on the air (will receive training on equipment).

- *Number of people needed: 2 per semester*
- *Number of hours: 5 per report*
- *Minimum Spanish level required: High Spanish level*

6. Board Operator: Operates sound board, mics, and other equipment needed to air program. (Training on equipment provided). Performs sound checks before the program airs.

- *Number of people needed: 2 per semester*
- *Number of hours: 2- 5 per week*
- *Minimum Spanish level required: Beginner Spanish level.*

• 9. Archivist: This individual transfers each week's show from recorded minidisk to MP3, then burn a CD of each show-much like a librarian's role.

- *Number of people needed: 2 per semester*
- *Number of hours: 3 per week*
- *No Spanish is required, however knowing a beginner Spanish level is helpful.*

10. Segment Producer: This person must have a working knowledge of Protools or other audio editing software. Duties include recording and mixing vocals, operating and outputting from MiniDisc recorder, transferring, normalizing, and editing of digital audio in Protools, editing and producing feature segments for actual broadcast.

- *Number of people needed: 3 per semester*
- *Number of hours: 4 per week*
- *Minimum Spanish level required: Intermediate Spanish level.*

Boletín Comunitario

Spanish language community newsletter

Boletín Comunitario is a monthly publication of CFRD to bring news, public opinion, and community information to its Spanish speaking clients. Copies are also distributed to community organizations and Latino restaurants. Suggested for individuals in the following fields: Spanish, education, journalism, communication and culture, writing, anthropology, publicity, marketing and public affairs.

1. Writer/Reporters: Research, perform interviews, take pictures, and write stories about Latino life in Bloomington and issues of importance in the Latino community.

- *Number of people needed: 2 per semester*
- *Number of hours: 5 per report/story*
- *Minimum Spanish level required: High Spanish level*

3. Editor's assistant: Proofread newsletter, look for grammatical and spelling errors, format each issue. Translates articles into Spanish when needed.

- *Number of people needed: 1 per semester*
- *Number of hours: 5, once a month*
- *Minimum Spanish level required: Near native Spanish level*

2. Researcher: finds Latino affairs information at the national, state and local level. Uses the internet, magazines, newspapers, etc.

- *Number of people needed: 2 per semester*
- *Number of hours: 2 per week*
- *No Spanish is required, however beginner level is helpful.*

4. Mailing and distribution. Prints and assist with the mailing distribution of each issue.

- *Number of people needed: 1 per semester*
- *Number of hours: 3, once a month*
- *No Spanish is required, however beginner level is helpful.*

www.bloomingtonlatino.net

Bilingual Community Web Site

The mission of this web site is to create a network of government, community groups, and individuals who can work together to provide support and resources to the Spanish speaking members of the Bloomington Community. Suggested for individuals in the following fields: Spanish, informatics, communication and culture, web developing, journalism, writing, anthropology, publicity, and marketing.

1. Online resource directory updates: Contacts local agencies by email or telephone to update their information, enters the new information in the database, and if the volunteer is bilingual, translates the information into Spanish.

- *Number of people needed: 2 per semester*
- *Number of hours: 2 per week*
- *No Spanish is required, however beginner Spanish*

2. General updates: Previous experience with web managing (using Hotmetal) helpful. Assists web manager finding, editing, translating, and posting information for monthly online newsletter. Also helps posting pictures, adding new links and events to calendar.

- *Number of people needed: 2 per semester*
 - *Number of hours: 2 per week*
 - *No Spanish is required, however beginner Spanish level is helpful.*
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Hoosier Healthwise Insurance Program

Hoosier Healthwise is a health insurance program for Indiana children, pregnant women , and low income families. Health care is provided to Indiana families enrolled in the program. The enrolled member chooses a doctor to get regular checkups and health care for illnesses. Other healthcare needs such as prescriptions, dental care, vision care, family planning services, and mental health services are also available as part of the Hoosier Healthwise program. Suggested for individuals in the following fields: Spanish, health administration, social work, communication and culture, and public health.

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| <p>1. Intakes/Enrollment: Set-up Enrollment tables at local hospitals, community health centers and other locations where families can pick up a Hoosier Healthwise application or fill one out. Provides assistance to applicants.</p> <ul style="list-style-type: none">• <i>Number of people needed: open</i>• <i>Number of hours: vary per event</i>• <i>Minimum Spanish level required: Intermediate.</i> | <p>2. Health Educator: Design and facilitates health education workshops and information workshops for Spanish speaking families interested in enrolling or already in the program.</p> <ul style="list-style-type: none">• <i>Number of people needed: 4 per semester</i>• <i>Number of hours: vary per event</i>• <i>Minimum Spanish level required: High</i> |
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Tax Assistance

Bilingual volunteers to provide Spanish language assistance to tax filers through the Volunteer Income Tax Assistance (VITA) program at the Monroe County Public Library (303 E. Kirkwood Avenue). No previous tax experience is needed, as each Spanish speaking volunteer will be paired with a trained VITA volunteer. There is a mandatory orientation session for volunteers. Volunteer shifts are between February 1st and April 15th, Monday through Friday, between 3-5:30 pm and Saturdays between 9-11:30 AM. Suggested for individuals in the following fields: Business administration, accounting, Spanish and social work.

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| <p>1. Interpreters: Assist interpreting communication between VITA volunteer (tax preparer) and tax payer. May help Spanish speakers fill out some forms.</p> | <ul style="list-style-type: none">• <i>Number of people needed: 10</i>• <i>Number of hours per week: at least one shift a week. Shifts are 2 1/2 hours.</i>• <i>Minimum Spanish level required: High</i> |
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Plaza Comunitaria

Spanish Literacy Program

Program offers education to Spanish speakers in the areas of Adult Literacy, as well as all subjects in Elementary and Middle School, and GED preparation. A collaborative effort between the Mexican Consulate in Indianapolis, CFRD, MCCSC Adult Education, Ivy Tech State College, and other grass roots Latino organizations. Suggested for individuals in the following fields: Education, Spanish, writing, history, and mathematics.

1. Tutors: Provide one on one tutoring to Spanish speakers in reading and writing, mathematics, social studies, etc. Some volunteers may work as study group coordinators.

Must complete a one day training session.

Tutoring Sessions: Mondays and Wednesdays 6-8 pm at Ivy Tech State College, 200 Daniels Way.

- *Number of people needed: 10 per semester*
- *Number of hours: 5 per week*
- *Minimum Spanish level required: Near Native Spanish level*

2. Exam Graders: Grade exams using an online program

- *Number of people needed: 1 per semester*
- *Number of hours per week: 5 per week*
- *Minimum Spanish level required: Should be able to read at an intermediate Spanish level.*

Translators

Volunteers provide translations services of documents such as brochures, flyers, and forms from services and community agencies. The service is provided as need basis. Volunteers would be asked to translate from their second language to their native language. Suggested for individuals in the following fields: Education, Spanish, Translation, Linguistics, Social Work.

- *Number of people needed: 5 per semester*
- *Number of hours per week: 5 per week*
- *Minimum Spanish level required: High Spanish level.*